

Application for Employment

**Peterborough Council for Voluntary Service**

***Please complete this document either in typed print or in your own handwriting by printing clearly in black ink.***

Please send this completed form to us by post or email to the person identified in the advertisement. All applications must reach us by the date and time specified in the advertisement.

The information you provide will be used fairly and will be seen only by those who need to see it as part of the recruitment process. A copy of our Privacy Policy is available on our website [www.pcvs.co.uk/about/](http://www.pcvs.co.uk/about/)

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

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| Surname |  | | | |  | Forenames |  |
|  | | | | | | | |
| Address | |  | | |  | Home 🕿 |  |
| Mobile 🕿 |  |
|  | Email |  |
|  | | | | | | | |
| Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time. | | | | | | | |
| Do you have a full current driving licence? | | | | Please answer only if driving is a criteria of the role  YES/NO | | | |
| Is it free of endorsements? | | | | YES/NO (If NO, give details): | | | |
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| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO | | | | | | | |
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| Have you previously worked for us? | | | YES/NO. If yes, when and in what capacity? | | | | |
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| Have you a contact or are you related to any person in the employ of or volunteering for PCVS? If so, please give details. | | | | | | | |
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**Employment history**

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| Position applied for |  | |  | Pay expected | £ per |
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| If offered this position, will you continue to work in any other capacity? | | YES/NO (If yes, please give details) | | | |
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| If your application is for part time employment, please state days/hours preferred. | | | | | |
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| On what date would you be available to commence this employment? | |  | | | |
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| Education and professional development |
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| Educational and professional qualifications Please note you may be asked to provide evidence of qualifications.  Please list examinations taken, grades achieved and examining board: |

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| **Professional and personal development**  Please give details of non-accredited courses and training you have completed with dates: |

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| **Employment history** | | | | | | |
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| Present/last employer: |  | Date of employment:  From |  | To | |  |
| Address: |  | | | | | |
| Position held: |  | | | | | |
| Final salary: |  | | | | | |
| Describe the work undertaken: | | | | | | |
| List key achievements: | | | | | | |
| Reason for leaving: | | | | | | |
| **Please give details of your two previous employers, most recent first.** | | | | | | |
| Employer: |  | Date of employment:  From |  | To |  | |
| Address: |  | | | | | |
| Position held: |  | | | | | |
| Final salary |  | | | | | |  |
| Describe the work undertaken: | | | | | | |
| List key achievements: | | | | | | |
| Reason for leaving: | | | | | | |
| Employer: |  | Date of employment:  From |  | To |  | |
| Address: |  | | | | | |
| Position held: |  | | | | | |
| Final salary: |  | | | | | |
| Describe the work undertaken: | | | | | | |
| List key achievements: | | | | | | |
| Reason for leaving: | | | | | | |
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| **Volunteer experience**  Please provide details of any volunteering experience you have had, including the organisation or group, dates and the role you undertook: |

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| References | | | |
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| Please give details of two referees (one of whom should be your present/last employer and not a relative). Contact will only be made with your authority. | | | |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

**Skills, knowledge and experience**

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| Please provide details of your skills, knowledge and experience that demonstrate how you meet each of the requirements detailed in the role and person specification. Please give evidence or examples for each criteria.  You may attach additional A4 pages if you need more space to provide your response. |

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| Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to PCVS. |
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| If your application is successful, you may be asked to consent to PCVS verifying the information you have given in this form. |
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| **Sign and date the declarations and authorisation below:**  *I declare that the information given by me, to the best of my knowledge, is true and complete.*  I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.  The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and subsequent EU General Data Protection Regulations and will be processed solely in connection with recruitment. Application forms, interview notes and any other recruitment documents for unsuccessful candidates will be stored for no longer than 12 months and then destroyed securely. | |
| Name |  |
| Date |  |
| Signed  If submitting by email you will be asked to sign this application in person if you are invited to interview |  |

**Registered Office:** 32-34 Cromwell Road, Peterborough, PE1 2EA

**Tel:** (01733) 342683

**Website:** [www.pcvs.co.uk](http://www.pcvs.co.uk) **Email:** [recruitment@pcvs.co.uk](mailto:recruitment@pcvs.co.uk)

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| Chief Executive Officer: Leonie McCarthy MBE | Company Limited by Guarantee |
| Registered Charity No. 299823 | Registered in England No. 2119687 |